

University of Mount Union Academic Honesty Incident Report

To be completed by the faculty member and shared with the student.

Faculty Name _____ Faculty Email _____

Date of Alleged _____ Incident Course/Section _____ Date of Discussion _____

The following student has potentially violated the Academic Honesty Policy as marked below:

Student Name _____ SID _____

Alteration Cheating Collusion Plagiarism Sabotage

To be completed by the student in the presence of the faculty member within 48 hours of the initial date of discussion. If the student fails to complete this section by the deadline, the case will be forwarded to the Director of Student Conduct and Community Standards or their designee in Student Affairs. Incompletes may not be given or Withdrawals taken in any class where the responding student has an Academic Honesty Incident Report started.

I do not accept responsibility for the above potential violation(s). I am requesting an APC hearing. I understand that notification of this formal hearing will be done via email to my Mount Union issued email address and I am responsible for checking that email.

I accept responsibility for the above violation(s) and understand the professor listed above will assign course sanction (to be listed below). If there are active sanctions, it is my responsibility to complete those sanctions by the due date. I understand a decision email with more specific information will be sent to my Mount Union email address and I am responsible for checking that email. I acknowledge, that by checking this option, this incident is not eligible for appeal.

The following should be completed by the faculty member prior to forwarding this to the Director of Student Conduct and Community Standards and APC Chair.

The above-named student has not accepted responsibility for the above potential violation(s). This student is being referred to an APC hearing. I have assigned the student the following grade on the assignment _____. This is _____% of the overall grade and the highest grade the student can receive in the class with this and their current grades is _____. This grade will not change during the APC hearing process.

The above-named student has accepted responsibility for all of the above potential violations. I have assigned the following educational sanctions: (if there is a due date, please make sure to clarify below)

This form and all supporting documentation should be forwarded to the Director of Student Conduct and Community Standards and APC Chair upon completion of the form. If an APC Hearing is to occur, the Director will contact both the faculty member and the responding student with dates and times. Please refer to the Student Handbook for further information on the Academic Honesty Violation Process.

Faculty Signature _____ Date _____

Student Signature _____ Date _____